

**Minutes of the SHARE Bibliographic and Cataloging Standards Committee meeting  
Friday, March 18, 2016, 10 AM**

**By vtel at Decatur Public Library, IHLS-Champaign, IHLS-DuQuoin, IHLS-Edwardsville,  
Illinois State Library  
or by conference call at (800) 444-2801, conference code 5714087**

**Attendees (includes committee members and observers):** Vince Andrzejewski, IHLS-Edwardsville; Joan Bauer, IHLS-Champaign, Nick Bennyhoff, IHLS-Edwardsville; Gwen Bumpers, Edwardsville PL; Chris Dawdy, IHLS-Edwardsville; Edie Elliott, IHLS-Edwardsville; Lauren Erwin, Hayner PLD; Dianne Garrett, Tolono PLD; Steve Johnson, IHLS-DuQuoin; Jacob Pahde, Rochester PL; Liz Perkins, IHLS-Champaign, Cheri Schuler-Faust, IHLS-Edwardsville; Sandy West, Rend Lake College

**I. Call meeting to order**

Jacob Pahde chaired the meeting on behalf of Bobbi Perryman. The meeting was called to order at 10:00 am.

**II. Approve minutes of January 15, 2016 meeting**

A motion was made by Sandy West, seconded by Lauren Erwin, to approve the minutes of the January 15, 2016, meeting. The motion carried by voice vote.

**III. LLSAP update**

SHARE director Chris Dawdy provided the LLSAP update:

We have reached the limit on the Dream Grant to add members to SHARE. Of the 75 transitional libraries, 34 have gone live, and many others are in the process of training and/or barcoding. We are working to have as many as possible live by July 1, 2016.

Three more libraries have contacted us about joining SHARE. If those libraries decide to join, it will not be under the provisions of the Dream Grant.

Practices and policies in all departments are being reviewed and refined.

The Illinois Heartland Library System is experiencing a 42% cut in their budget. Because of this, IHLS has reduced the amount that was originally budgeted to support SHARE from \$350,000 to \$200,000.

Jacob Pahde provided an update on the SHARE Executive Council on behalf of Bobbi Perryman:

The Executive Council has approved the addition of non-IHLS libraries to SHARE. This will require a change to the SHARE governing documents.

The SHARE semi-annual membership meeting has been changed from April 11, 2016, to May 4, 2016. The meeting may be attended in person at Effingham Public Library, or by vtel, available at several locations.

#### **IV. Old business**

##### **A. Continued use of general material designation (gmd) in Polaris records—results of survey**

The committee reviewed the results of the survey sent to the membership on the continued use of the gmd in Polaris records. Of the 183 responses received, 83% voted to continue using the gmd.

No changes to current practice will be required as a result of this survey.

##### **B. Draft best practice for editing subfield 4 in 1XX and 7XX fields—review member comments**

No comments were received on this draft best practice. It will be added to the SHARE cataloging standards and best practices document and will be presented at the semi-annual membership meeting for subsequent vote.

##### **C. RDA recommendations**

###### **a. Update from SHARE Executive Council**

The SHARE Executive Council has approved the proposal to implement RDA cataloging in SHARE with a target date of July 1, 2017. All SHARE catalogers will need to be trained by this date.

The Executive Council has also approved a tentative plan to send the Polaris database out for RDA conversion in 2018.

###### **b. Discuss approval process**

The committee discussed the approval process for proposed local decisions on the RDA options and recommendations. It was decided to post the proposed local decisions that have been made for MARC tags 2XX and 3XX

for comment before the May 20, 2016, meeting. Proposed local decisions will be posted for comment after each meeting. We will also indicate areas where local practice will not change.

It was also suggested that the move to RDA cataloging be publicized in the SHARE newsletter.

**c. Continue working through options**

The group discussed RDA recommendations for options allowed in MARC tags 3XX.

As part of the discussion of the recommendation concerning resources with accompanying material, it was decided to include an edition statement in records with accompanying material to distinguish them from records for the same resource without accompanying material, to prevent the records from being merged in OCLC. A draft best practice will be brought to the next meeting.

**V. New business**

**A. SHARE Operational Guidelines**

SHARE is working on bringing all separate policies and procedures together in one document that will be posted on the website and will be searchable.

**VI. Public comment – None.**

**VII. Adjourn**

A motion to adjourn was made by Gwen Bumpers, seconded by Sandy West. The motion passed by voice vote and the meeting adjourned at 11:42 am.

The next meeting is Friday, May 20, 2016.